



Health Services
LOS ANGELES COUNTY

June 19, 2007

**Los Angeles County
Board of Supervisors**

Gloria Molina
First District

Yvonne B. Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AGREEMENT AMENDMENT NO. H-207566-5 WITH THE
WORKER EDUCATION AND RESOURCE CENTER, INC.**
(All Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

Bruce A. Chernof, MD
Director and Chief Medical Officer

John R. Cochran III
Chief Deputy Director

Robert G. Splawn, MD
Senior Medical Director

313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
Fax: (213) 481-0503

1. Approve and authorize the Director of Health Services, or his designee (hereafter Director), to execute an Agreement Amendment, substantially similar to Exhibit I, with the Worker Education and Resource Center, Inc. (WERC) in the amount of \$3,592,094 for Fiscal Year (FY) 2007-08, to continue to provide personnel, program support services, and central office and instructional space for the Health Care Workforce Development Program (HCWDP).
2. Approve and acknowledge that the Services Employees International Union (SEIU) Local 660 changed its name to SEIU Local 721 and, therefore, all documents, contracts or agreements related to HCWDP shall recognize and may be amended as needed to reflect that the use of SEIU 660 shall henceforth refer to SEIU 721.

PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTIONS:

The Department of Health Services (DHS) is recommending approval of the agreement amendment with WERC to continue the collaboration with SEIU Local 721 (formerly Local 660) in the implementation of the HCWDP, a joint-labor management training and education program for DHS employees.

Implementation of Strategic Plan Goals

Approval of the recommended actions will further the County's Strategic Plan of Workforce Excellence.



The Honorable Board of Supervisors
June 19, 2007
Page 2

FISCAL IMPACT/FINANCING:

The maximum obligation for WERC in FY 2007-08 is \$3,592,094. Contract costs include personnel, program support services, and central office and instructional space for HCWDP.

The \$5.7 million in funding to offset this Agreement is included in the Governor's FY 2007-08 Proposed Budget. Upon approval of the FY 2007-08 State Budget, the Employment Development Department will provide the grant documents to DHS. At that time, DHS will return to your Board to recommend acceptance of the \$5.7 million grant, effective July 1, 2007.

The WERC Agreement includes language allowing the County to reduce, suspend and/or terminate the Agreement immediately if State funds are not available.

The balance of the \$5.7 million grant funds will be utilized by HCWDP to fund contracts with educational providers to continue career path programs in nursing, medical record coding, psychiatric technicians and other training activities outlined in a workplan to be jointly developed by DHS and WERC.

Funding is included in Health Services Administration's FY 2007-08 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In 2001, in response to restructuring under the 1115 Waiver, the County established the framework for a \$40 million State/County funded joint labor/management HCWDP for DHS employees for the duration of the 1115 Waiver. The agreement, under the terms and conditions of the 1115 Waiver, mandated a 2:1 funding match between the State and the County. By the end of FY 2005-06, the County had provided their one-third match. The State still owed \$11.4 million to meet their two-thirds match. In FY 2006-07, the State provided \$5.7 million general revenue funds and has included the remaining \$5.7 million in the FY 2007-08 proposed budget.

In December 2001, SEIU Local 660 (now known as Local 721) established WERC, a non-profit 501(c)3, to provide the vehicle for the joint collaboration with the County in the implementation of the HCWDP. Under this framework, DHS retained authority for program administration and oversight of the HCWDP, while WERC provided administrative support and personnel.

On June 11, 2002, the Board approved an Agreement with WERC to provide personnel to support DHS in the planning, design, and implementation of training and educational programs for DHS employees. Under the Agreement, WERC also provided program support services such as consultants for research, and support for the Labor Management Training Board (LMTB), and central office space for both County and WERC staff and instructional space located at 500 S. Virgil Avenue, Los Angeles, CA 90012. Subsequently, the Board approved four amendments to

the agreement, providing additional funding and extending the term through June 30, 2007. In Amendment No. 3, the Board also approved an increase in the central office space from 8,000 to 8,170 square feet. In addition, the Board approved an increase in the lease rate from \$1.30 per square foot per month to \$1.43 for a total of \$11,683.10 for the 8,170 square feet of central office space.

Agreement Amendment No. 5

The Amendment will extend the term of the Agreement effective July 1, 2007 through June 30, 2008. The maximum obligation of \$3,592,094 includes costs for personnel, program support services including travel and consultants, training supplies, and telecommunications costs. With the exception of rental costs, billing to the County is monthly in arrears.

In FY 2007-08, WERC will support the HCWDP in expanding current career path programs and continuing nursing and medical record coder training programs. HCWDP will expand coaching and tutoring services to support employees in the successful completion of their training. HCWDP will continue to frontload educational programs with academic preparation and bridge courses in order to prepare participants for college-level courses. HCWDP will continue a psychiatric technician training program.

Also, in FY 2007-08, WERC will develop programs to support current DHS strategic initiatives such as the Healthy Way LA Coverage Initiative and training programs associated with MetroCare and the new LAC+USC Replacement Hospital.

Program support services such as consultants for research, travel, and support for the LMTB continue under this Amendment. All travel will continue to require the prior written approval of the Director. Central office and instructional space (8,170 square feet) will also continue to be provided.

The Amendment continues to require the reconciliation of payments made by the County to contract costs incurred through March 31 of each fiscal year. Overpayments to WERC, if any, would be offset against future County payments due to WERC. However, if the Agreement is not extended, WERC shall continue to be obligated to reimburse the County for any overpayments beyond the termination of this Agreement.

The Agreement, as previously approved by your Board, continues to delegate authority to the Director to: a) adjust up to 10% of any direct cost budget line item with the exception of the Tenant Improvement, Space Costs, and Travel and Mileage items as long as the maximum obligation is not exceeded; and b) to increase or decrease the maximum obligation up to 15%, subject to availability of funding, with notification to the Chief Administrative Office.

County Counsel has approved the Amendment, Exhibit I, as to form.

The Honorable Board of Supervisors
June 19, 2007
Page 4

CONTRACTING PROCESS:

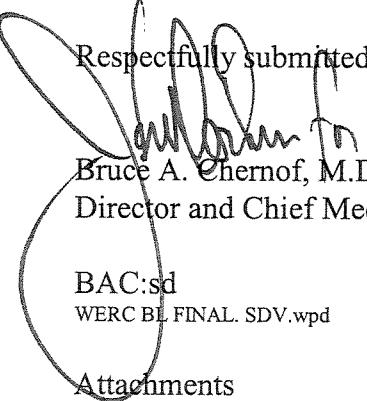
Not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

DHS continues to focus its training efforts in critical shortage areas and HCWDP will coordinate with facility administrators to minimize impact on patient services when employees are released to attend training programs.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,


Bruce A. Chernof, M.D.
Director and Chief Medical Officer

BAC:sd
WERC BL FINAL. SDV.wpd

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

ATTACHMENT A

SUMMARY OF AMENDMENT

1. **TYPE OF SERVICE:**

Personnel, program support, and central instructional and office space services to collaborate with the County in the planning, design, and implementation of training under the Health Care Workforce Development Program.

2. **CONTRACTOR/ADDRESS AND CONTACT PERSON:**

Worker Education and Resource Center, Inc.
500 S. Virgil Avenue, Suite 200
Los Angeles, CA 90020
Attention: Annelle Grajeda, Executive Director
Telephone: (213) 368-8632

3. **TERM OF AMENDMENT:**

July 1, 2007 through June 30, 2008.

4. **FINANCIAL INFORMATION:**

Funding is included in Health Services Administration Fiscal Year (FY) 2007-08 Proposed Budget. The maximum obligation for WERC in FY 2007-08 is \$3,592,094. Contract costs include personnel, program support services, and central office and instructional space for HCWDP.

5. **GEOGRAPHIC AREAS (EMPLOYEES) SERVED:**

Employees of the Department of Health Services.

6. **ACCOUNTABLE FOR MONITORING:**

Vivian Branchick, Director of Nursing Affairs

7. **APPROVALS:**

Health Care Workforce Development Program: Diane Factor, Director

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel: Allison Morse, Deputy

WORKFORCE DEVELOPMENT PROGRAM
PROGRAM SUPPORT AND SPACE SERVICES AGREEMENT

AMENDMENT NO. 5

This AMENDMENT is made and entered into this _____ day of
_____, 2007,

By and between

COUNTY OF LOS ANGELES (hereafter
“County”),

and

WORKER EDUCATION AND RESOURCE
CENTER, INC. (hereafter “Contractor”).

Business Address:

500 South Virgil Avenue, Suite 200
Los Angeles, CA 90020

WHEREAS, reference is made to that certain document entitled “WORKFORCE
DEVELOPMENT PROGRAM – PROGRAM SUPPORT AND SERVICES
AGREEMENT”, dated June 11, 2002, and further identified as County Agreement No.
H-207566 and Amendment Nos. 1, 2, 3, and 4 thereto (all hereafter “Agreement” or
“Contract”); and

WHEREAS, it is the intent of both parties to amend Agreement to extend the term
and make certain modifications to the Agreement and its Exhibits; and

WHEREAS, Agreement requires that modifications to Agreement shall be made
in the form of a written Amendment which is formally approved and executed by the
parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. The effective date of this Amendment No. 5 shall be July 1, 2007;

2. Subparagraph A of Paragraph 1, TERM, is revised to read as follows:

“1. TERM:

A. The term of this Agreement is effective June 11, 2002 and shall remain in effect through June 30, 2008, unless sooner terminated or canceled.”

3. Paragraph 5, BILLING AND PAYMENT, is revised to read as follows:

“5. BILLING AND PAYMENT: County agrees to compensate Contractor for services and space provided pursuant to Exhibits A-5 and B-5, attached hereto. Contractor shall be compensated in accordance with Exhibit D-5, Billing and Payment, attached hereto and incorporated herein by reference.

Upon written approval from Director, Contractor may reallocate among all direct cost budget line items with the exception of Tenant Improvement, Space – Central Office, and Travel and Mileage line items, up to ten percent (10%) of the amount for the original budget line item during any one fiscal year as long as the Maximum Obligation of County is not exceeded.”

4. Paragraph 6, COUNTY’S MAXIMUM CONTRACTUAL OBLIGATION,

Subparagraph D is added to read:

“D. County’s maximum obligation for the period July 1, 2007 through June 30, 2008 shall be Three Million, Five Hundred Ninety-Two Thousand, Ninety-Four Dollars (\$3,592,094).”

5. Paragraph 48, CONTRACTOR’S CHARITABLE ACTIVITIES COMPLIANCE, is re-numerated to read:

“50. CONTRACTOR’S CHARITABLE ACTIVITIES COMPLIANCE:”

6. Exhibit A-4, SCOPE OF WORK, is replaced in its entirety by Exhibit A-5, attached hereto and incorporated herein by reference.

7. Exhibit B-4, CENTRAL OFFICE AND INSTRUCTIONAL SPACE, is replaced in its entirety by Exhibit B-5, attached hereto and incorporated herein by reference.

8. Exhibit C-4, Worker Education & Resource Center (WERC) Budget, is replaced in its entirety by Exhibit C-5, attached hereto and incorporated herein by reference.

9. Exhibit D-4, BILLING AND PAYMENT, is replaced in its entirety by Exhibit D-5, attached hereto and incorporated herein by reference.

10. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services and Contractor has caused this Amendment to be subscribed
in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Bruce A. Chernof, M.D.
Director and Chief Medical Officer

WORKER EDUCATION AND
RESOURCE CENTER, INC.
Contractor

By _____
Signature

Printed Name

Title _____

APPROVED AS TO FORM BY THE
OFFICE OF THE COUNTY COUNSEL

By _____
Deputy County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION

Department of Health Services

By: _____
Cara O'Neill, Chief
Contracts and Grants Division

EXHIBIT A-5 (Amendment No. 5)

SCOPE OF WORK

The Workforce Development Program (“WDP”) is a Los Angeles County and Service Employees International Union Local 721 (formerly Local 660) joint labor/management education and training program. In accordance with the WDP Workplans and WDP Training Implementation Plans initially approved by the Board of Supervisors on September 25, 2001, and the FY 2007 WDP Workplan submitted herewith, Contractor agrees to provide program staff, program support services, and office instructional space for WDP. Specifically, the following will be provided:

- Personnel to assist and support the Department of Health Services in the planning, development, and implementation of training and educational programs funded under WDP. The duties of the staff to be provided by Contractor are described in Attachment 1 (Pages 1-7) to this Exhibit.
- Program support services for the Labor Management Training Board (“LMTB”), Advisory Committee, and WDP Staff, including travel, education, and consultant services. A more detailed description of these services and costs is provided in Attachment 1 (Pages 8-11) to this Exhibit.
- Office space for central WDP administrative staff as well as instructional space for WDP educational programs. Central administrative staff is comprised of both Contractor-employed and County-employed personnel. The office and instructional space to be provided by Contactor (through a contract between

Contractor and SEIU Local 721) and value of such space are described in Exhibit B-5.

Contractor shall bill County for services in accordance with the billing and payment provisions of Exhibit D-5.

Personnel:

WERC staff will work in partnership with DHS staff on all aspects of HCWDP planning and implementation, providing some similar and some unique functions, in a team environment.

Position	Duties & Tasks	Deliverables	Timeframe
Director (1)	<ul style="list-style-type: none"> • Oversee the operation of HCWDP's central office and satellite offices • Establish and oversee coordination of Project team work • Recommend for hire HCWDP staff • Supervise and evaluate HCWDP staff • Supervise the identification of educational providers and evaluate their performance • Ensure the timely submission of reports to the BOS, EDD, Labor/Management Training Board, WERC Board • Ensure the timely submission of invoices • Convene the Training and Advisory Boards • Responsible for the establishment of WERC as an ongoing entity, by seeking additional funding sources to supplement Waiver funds • Coordinate WERC's overall performance as Contractor to DHS • Ensure WERC compliance with all required regulations, terms and conditions • Participate in audits and monitoring of WERC performance 	<ul style="list-style-type: none"> • Report to DHS and the WERC Board on activities and outcomes • Convene Labor/Management Board meeting • Convene Advisory Board meeting • Complete hiring of up to 55 staff members, including DHS and WERC • Establish all contracts and purchase orders with vendors • Identify three new funding sources • All required program and fiscal reports • Manage the implementation of 13 training initiatives and provide ongoing reports as to numbers of participants 	<ul style="list-style-type: none"> • Monthly • Quarterly • Ongoing
Senior Program Manager (1)	<ul style="list-style-type: none"> • Supervise, and evaluate project personnel • Coordinate activities with appropriate HCWDP and DHS staff to promote program development, interpret policies and assist in the solution of difficult problems • Monitor WERC personnel and administrative functions • Coordinate the recruitment and hiring of WERC staff • Manage daily human resource functions for WERC staff • Review, analyze, and provide recommendations on rules, regulations and policy issues 	<ul style="list-style-type: none"> • Written report to WERC Executive Board and Executive Director 	Quarterly

Position	Duties & Tasks	Deliverables	Timeframe
Associate Director for Educational Development (1)	<ul style="list-style-type: none"> • Perform other complex tasks as assigned • Supervise training teams • Identify and evaluate potential training providers • Evaluate curriculum and skill standards • Oversee development of curriculum • Provide guidance to training vendors • Coordinate development and implementation of Coach/Tutor program • Coordinate development and implementation of Academic Development program • Monitor the quality of training and educational programs • Perform other complex duties as assigned. 	<ul style="list-style-type: none"> • Written report to Director re: Team activity/accomplishments • Written report to LMTB re: Team activity/accomplishments • Written list of all approved training vendors and potential vendors • Complete evaluation report on each training initiative 	<p>Weekly Monthly Ongoing</p>
Program Coordinator (3)	<ul style="list-style-type: none"> • Coordinate the work of one to three internal work teams. • Coordinate long and short term program planning with the team, including monitoring and tracking program activities as well as reporting on program project. • Provide weekly reports to team members and supervisors and monthly reports for Project Teams and LMTB. • Facilitate team meetings in order to meet program goals and timelines • Track program tasks to completion in a timely manner • Facilitate communication and joint planning with other work teams to further the goals of the program as a whole. • Coordinate the selection, recruitment and retention of training program participants • Participate with the team in the selection of vendors for HCWDP training and education programs. • Take the lead in maintaining effective working relationships with contracted vendors. • Monitor, critique, and make necessary recommendations regarding HCWDP education and training programs, courses and instructors participating in programs. 	<ul style="list-style-type: none"> • Written workplan(s) for each team • Written reports to Associate Director for Educational Development. 	<p>Weekly</p>

Position	Duties & Tasks	Deliverables	Timeline
Lead Instructor (3)	<ul style="list-style-type: none"> • Work with the appropriate Training Project Teams to ensure fulfillment of training objectives and requirements • Develop educational curriculum, including instructor manual, student handouts, exercises, tests, and audio visual materials, for customized system-wide training efforts. • Produce educational materials • Research, evaluate and recommend training methods for other instructors. Provide train-the-trainer sessions in how to use methods. • Mentor other instructors in teaching methods and curriculum development. • Meet with Labor/Management Project teams to review educational materials and curriculum. • Conduct classes - at least two 4-hour sessions two days per week (minimum 16 hours – up to 32 hours/week) • Assist with marketing of HCWDP courses 	<ul style="list-style-type: none"> • Comprehensive instructional program including completed curriculum and ongoing revisions • Complete set of educational materials • Written report to Assoc. Dir. for Educational Programs regarding training outcomes and evaluations • Up-to-date student lists, notes and progress reports 	<ul style="list-style-type: none"> Ongoing Monthly Ongoing
Lead Coach (1)	<ul style="list-style-type: none"> • Develop coaching protocols, including coach training, and materials • Develop all coaching-related participant materials • Direct the recruitment and training of contract coaches and tutors • Research, evaluate, and recommend coaching methods • Supervise, and mentor all staff and contract coaches • Facilitate all team meetings • Coordinate team workplan • Monitor the impact of coaching strategies • Meet with LMTB to review materials and assess department/participant needs 	<ul style="list-style-type: none"> • Comprehensive coaching program plan, including ongoing revisions • Up-to-date participant case notes and progress reports • Written report to Assoc. Dir. for Education Programs 	<ul style="list-style-type: none"> Ongoing Ongoing Weekly
Full-time Instructor (4)	<ul style="list-style-type: none"> • Conduct at least three, and up to four, 4-hour sessions two days per week • Monitor student performance • Attend all team meetings 	<ul style="list-style-type: none"> • Written report of students and notes about their progress • Report to the Associate Director for Educational Development 	<ul style="list-style-type: none"> Ongoing Weekly

Position	Duties & Tasks	Deliverables	Timeframe
Part-time Instructor (4)	<ul style="list-style-type: none"> • Assist in curriculum development as needed • Assist with marketing of HCWDP courses • Assists with course and schedule planning • Other duties as assigned <ul style="list-style-type: none"> • Conduct two classes per week – 16 hours of instruction • Monitor student participation • Attend team meetings as requested • Assist with marketing of HCWDP courses • Assist with course and schedule planning • Assist in curriculum development as requested • Assist in the recruitment and training of contract coaches and tutors • Communicate with participants about coaching and tutorial services • Provide coaching and tutoring services for participants • Identify, orient and support contract tutors and coaches • Monitor coach and tutor performance • Monitors impact of coaching strategies • Attend all relevant team meetings • Other duties as assigned 	<ul style="list-style-type: none"> • Written report of students and notes about their progress • Report to the Lead Instructor 	Weekly
Coach Coordinator (2)	<ul style="list-style-type: none"> • Assist in the recruitment and training of contract coaches and tutors • Communicate with participants about coaching and tutorial services • Provide coaching and tutoring services for participants • Identify, orient and support contract tutors and coaches • Monitor coach and tutor performance • Monitors impact of coaching strategies • Attend all relevant team meetings • Other duties as assigned 	<ul style="list-style-type: none"> • Report to the Lead Coach • Written student case notes: meetings, phone calls, etc. • List of active and available tutors • List of active and available coaches 	Weekly Ongoing
Program Assistant (1)	<ul style="list-style-type: none"> • Provide assistance to program teams in the smooth implementation of programs • Communicate with participants about eligibility and class logistics • Coordinate the production of class materials • Attends all relevant team meetings • Other duties as assigned 	<ul style="list-style-type: none"> • Written case notes • Updated lists of classes and assignments 	Ongoing
Program Analyst (1)	<ul style="list-style-type: none"> • Analyze training needs • Identify training requirements and potential vendors • Identify sources of funding • Update labor market information • Oversee program evaluation • Coordinate and facilitate program focus groups • Provide research in support of program initiatives 	<ul style="list-style-type: none"> • Written reports on occupational and skill needs • Written reports on potential vendors • Written reports on labor market trends 	Weekly and monthly

Position	Duties & Tasks	Deliverables	Timeframe
Implementation Coordinator (4)	<ul style="list-style-type: none"> • Coordinate and facilitate assigned Training Project Teams • Communicate to facility-based staff about training opportunities • Ensure proper selection and release process for each training initiative • Work with facility-based managers to ensure smooth operation of training programs • Secure locations and scheduling of training courses • Monitor enrollment and paperwork for participants • Attend all team meetings • Assist with marketing of HCWDP courses • Assist with course and schedule planning • Other duties as assigned 	<ul style="list-style-type: none"> • Report to the Associate Director for Planning and Placement regarding the operation of assigned Project Teams 	Weekly
Senior Training Support Clerk (1)	<ul style="list-style-type: none"> • Manage applicant files • Track applicants' compliance with complex college entrance requirements • Field high volume of applicant inquiries, requiring knowledge of complex programs and rules • Process orders for training materials and books • Assist with the training of new support staff • Assist in monitoring the workload of support staff • Coordinate transportation of training equipment and materials to training sites • Ensure that central training sites have received proper materials for classes • Coordinate with facility-based staff regarding onsite training sites • Coordinate training site schedules • Ensure secure storage of all training equipment and materials • Other duties as assigned 	<ul style="list-style-type: none"> • Written reports as requested 	Ongoing
Training Support Staff (2)	<ul style="list-style-type: none"> • Coordinate transportation of training equipment and materials to training sites • Ensure that central training sites have received proper materials for classes • Coordinate with facility-based staff regarding onsite 	<ul style="list-style-type: none"> • Written reports as requested 	Ongoing

Position	Duties & Tasks	Deliverables	Timeframe
Training sites	<ul style="list-style-type: none"> • Coordinate training site schedules • Ensure secure storage of all training equipment • Other duties as assigned 	<ul style="list-style-type: none"> • Written reports as requested 	Ongoing
Program Support Clerk (1)	<p>Screen and refer calls</p> <ul style="list-style-type: none"> • Perform clerical tasks • Reply to correspondence • Prepare inter-office notices and bulletins • Process invoices • Type all billing letters • File records after reconciliation • Maintain adequate levels of all office and duplication supplies • Oversee equipment and service needs at central office • Place calls for equipment service • Perform other duties as assigned <p>Create monitoring and tracking system for use by staff to update and query database for routine activities</p> <ul style="list-style-type: none"> • Develop database functions to provide automated monthly reports to HCWDP coordinators regarding enrollment status, program participation and completion, and case notes. • Provide performance reports to funding agencies electronically • Analyze database to create new performance measure reports • Create templates for program bulletins • Maintain and update website <p>Design and maintain database in compliance with all regulations regarding participant eligibility and training/service status</p> <ul style="list-style-type: none"> • Design system for data collection and maintenance • Coordinate system design with DHS and CSS • Ensure that computer systems support the maintenance of data regarding training activities • Ensure that computer communications are functional to facilitate the transfer of data 	<ul style="list-style-type: none"> • Report to Director and Senior Program Manager • Written reports to LMTB 	<p>Weekly</p> <p>Monthly</p>
Data Systems Manager (1)			

Position	Duties & Tasks	Deliverables	Timeframe
Data Systems Technician (1)	<ul style="list-style-type: none">• Supervise Data Systems Technician• Other complex duties as assigned• Perform customized query reports for managers and staff<ul style="list-style-type: none">• Produce program bulletins and other documents• Assist in daily system operations• Work on special projects• Run pre-written programs and reports for monthly processing• Run requested labels and computer reports• Other duties as assigned	<ul style="list-style-type: none">• Report to Data Systems Coordinator	Ongoing

Program and Staff Development Consultants:

Consultants selected to accomplish the following goals will participate in a competitive bidding process with requests for proposals containing scope of work and deliverables tied to compensation.

Program Development

Goals	Tasks & Deliverables	Time frame	Cost
Research and Recommend Best Practices/ Lessons Learned in Workforce Investment and Education Programs	<ul style="list-style-type: none"> • Revise application/assessment instrument to be given to all workers entering HCWDP long-term educational programs; • Research basic adult education training modules for low level learners; • Revise HCWDP educational modules and bridge courses designed to prepare students for entrance into nursing or allied health care training programs. • Conduct studies of HCWDP training programs – including course selection, methodology, participant experience, and staffing – in order to assess their efficacy and impact for stakeholders 	1 st Quarter	\$30,000
Lead HCWDP staff in the development of customized contextualized curricula	<ul style="list-style-type: none"> • Provide training for HCWDP instructors and other appropriate staff on designing contextualized curricula; • Lead staff in the process of developing a completely redesigned curriculum; • Lead staff in the process of evaluating and revising new curriculum. 	1 st – 4 th Quarters	\$5,000
Identify and conduct qualitative documentation of the outcomes of career path training	<ul style="list-style-type: none"> • Using digital storytelling, focus groups, interviews, and documentary filming, produce a qualitative evaluation of the outcomes of training programs 	1 st – 4 th Quarters	\$10,000
Research and Analyze Training to Support the Expansion of Coverage and Maintain a Viable Safety Net Under Health Care Reform	<ul style="list-style-type: none"> • Research to meet the training needs of caring for a newly covered population • Curriculum development for clinical and administrative training components • Develop a training implementation plan 	1 st -4 th Quarters	\$40,000

		1 st – 3 rd Quarters	\$10,000
Research and Recommend Best Practices in Marketing workforce training programs	• Develop and implement a plan to increase the visibility of the HCWDP and its programs, including maintenance and update of the HCWDP website		
Total			\$95,000

Staff Development

Goals	Tasks & Deliverables	Cost
Training and Professional Development	<ul style="list-style-type: none">• Computer and skills enhancement workshops as needed to enhance the skills of staff.• Conduct organizational workshops as needed• Conduct individual and group interviews with staff to determine barriers to efficient functioning of the work teams;• Provide training and feedback to work teams based on interviews and known best practices;• Make recommendations to teams and to management to improve the working efficiency of the organization.	1 st – 4 th Quarters \$20,000
Staff Retreat	<ul style="list-style-type: none">• Conduct individual and group interviews with staff to determine issues and that should be addressed during staff retreat;• Develop exercises and program to address key concerns based on initial research and the priorities of the staff group planning the retreat• Conduct a two-day retreat;• Summarize the key issues and agreements coming out of the retreat	2 nd Quarter \$7,500
TOTAL		\$27,500

Travel and Mileage
Travel costs include airfare, ground transportation, registration costs, per diem – at County rates.

Purpose	Activity	FY 05/06	Cost
Attend Relevant Conferences	<ul style="list-style-type: none"> • Three staff to participate in the 3-day California Federation of Labor Workforce and Economic Development Programs Conference. This conference will focus on labor/management training collaborations in California. • Three staff to attend seminar on best practices on coaching skills. • Two staff to attend California Partnership Academy conference • Staff to present best practices and models at workforce and education conferences, including National Network Sector Partners conference in Denver 	4 th Quarter 1 st Quarter 3 rd Quarter TBD	\$4,000 \$3,500 \$2,000 \$5,000
Travel to visit other WDP programs of special interest	Travel costs for staff members and key stakeholders to participate in exchange programs, such as H-CAP, and to visit other WDP programs of special interest. Staff will study implementation of model programs: curriculum development, academic readiness programs, coaching and tutoring services, etc.	1 st – 4 th Quarter	\$ 5,000
Travel to Washington, DC, Sacramento and San Francisco	Meetings with National and State officials and staff as necessary.	TBD	\$4,000
Mileage	<ul style="list-style-type: none"> • Mileage for 20 staff @ 3200 miles/month @ \$.45/mile • Mileage for 10 staff @ 500 miles/year @ \$.45/mile 		\$17,500
TOTAL			\$41,000

EXHIBIT B-5 (Amendment No. 5)

CENTRAL OFFICE AND INSTRUCTIONAL SPACE

1. Space: Contractor shall provide office and instructional space approximating 8,170 square feet for use by fifty (50) central administrative staff of the Workforce Development Program ("WDP"). Such central administrative staff is comprised of Contractor-employed and County-employed personnel and the Director of WDP. Such space is identified as the second floor of 500 S. Virgil Street, in the City of Los Angeles. Contractor's lease for such space with SEIU Local 721, lessor, shall include specific authorization/acknowledgement by Local 721 that County-employed WDP personnel and Director of WDP may occupy and use such space for WDP purposes. County acknowledges that Contractor-employed staff shall also occupy such space. Contractor shall use a lease agreement form substantially similar to the county's Standard Full Service Lease agreement form, incorporated herein by reference.
2. Consideration: The parties acknowledge that the monthly rental value for such space shall be based on One Dollar and Forty-three Cents (\$1.43) per rentable square foot, for a total monthly rental consideration of Eleven Thousand Six Hundred Eighty-Three Dollars and Ten Cents (\$11,683.10) per month.
3. Operational Space Responsibilities: Contractor shall provide such space on a full service gross basis. Contractor shall be responsible to perform or cause to be performed all repairs and maintenance, as necessary, to the interior and exterior of such space including landscaping, and shall provide all utilities (gas, electricity, water), security, parking, sewer services, trash removal, janitorial (including

supplies), insurance and taxes, if any. County shall be responsible for costs related to cellular phone, fax and telephone usage.

Upon termination OR expiration of Agreement, Contractor shall have the right of first refusal to purchase property and furnishings at the central office at fair market value as determined by the County. Contractor shall cooperate with County when such furniture is tagged and inventoried by County staff. Contractor and Director shall inventory and document furnishings and equipment within sixty (60) calendar days following the effective date of this Agreement. Copies of this Equipment and Furniture Inventory, with any supplements thereto which may be added from time-to-time during the course of Agreement, shall be retained by each party for the duration of the Agreement.

COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT PROGRAM
WORKER EDUCATION AND RESOURCE CENTER, INC. BUDGET
FISCAL YEAR 07-08 BUDGET

5/18/2007

Exhibit C-5
Amendment No. 5

	FY 02/03 Budget	FY 03/04 Budget	FY 04/05 Budget	FY 05/06 Budget	FY 06/07 Budget	FY 07/08 Budget
Personnel Costs - Staff Salaries and Benefits	\$ 1,289,115	\$ 1,860,165	\$ 2,199,046	\$ 2,331,592	\$ 2,478,873	\$ 2,544,904
Facilities & Communications:						
Tenant Improvements- Furniture	\$ 124,800	\$ 50,000	\$ 20,000	\$ 15,000	\$ 5,000	\$ 5,000
Space - Central Offices	\$ 50,000	\$ 124,800	\$ 124,800	\$ 140,197	\$ 140,197	\$ 140,197
Telecommunications		\$ 60,000	\$ 45,000	\$ 48,000	\$ 40,000	\$ 40,000
Consumable Supplies						
Office and Training Supplies	\$ 127,000	\$ 283,285	\$ 180,435	\$ 233,835	\$ 181,634	\$ 93,410
Travel and Mileage	\$ 226,542	\$ 57,180	\$ 67,996	\$ 57,180	\$ 41,000	\$ 41,000
Consultant						
Staff and Program Development	\$ 370,000	\$ 411,000	\$ 420,000	\$ 214,000	\$ 152,500	\$ 122,500
Coach/Tutor and Support Services		\$ 450,000	\$ 200,000	\$ 218,500	\$ 186,623	\$ 147,000
Total Direct Costs	\$ 2,187,457	\$ 3,296,430	\$ 3,257,277	\$ 3,258,304	\$ 3,225,826	\$ 3,134,011
Indirect Costs	\$ 232,041	\$ 334,830	\$ 395,828	\$ 419,687	\$ 446,197	\$ 458,083
Total	\$ 2,419,498	\$ 3,631,260	\$ 3,653,105	\$ 3,677,991	\$ 3,672,023	\$ 3,592,094

Estimated Budget
Workforce Development Program
Fiscal Year 2007-2008
WERC
Administrative and Program FTEs

Budget FTEs	Comparable Co. Items	# Positions	#	PTE	FY 2007-2008 Base Salary	Total salary	Empl. Benefits 35%	M=K+I S&EB	Total FTE	S = M+K Annual FTE	Annual FTE Total Costs
Director- WDP	Sr. Staff Anal	1	1	\$	122,356	\$ 122,356	\$ 42,825	\$ 165,181	\$ 165,181	\$ 165,181	\$ 165,181
Senior Program Mgr.		1	1	\$	87,020	\$ 87,020	\$ 30,457	\$ 117,477	\$ 117,477	\$ 117,477	\$ 117,477
Associate Director of Education		1	1	\$	88,683	\$ 88,683	\$ 31,039	\$ 119,722	\$ 119,722	\$ 119,722	\$ 119,722
Data Systems Manager/IS Supervisor		1	1	\$	72,055	\$ 72,055	\$ 25,219	\$ 97,274	\$ 97,274	\$ 97,274	\$ 97,274
Program Coordinator		3	3	\$	69,956	\$ 209,869	\$ 73,454	\$ 283,323	\$ 283,323	\$ 283,323	\$ 283,323
Program Analyst		1	1	\$	69,956	\$ 69,956	\$ 24,485	\$ 94,441	\$ 94,441	\$ 94,441	\$ 94,441
Instructors- Leads		3	3	\$	68,729	\$ 206,188	\$ 72,166	\$ 278,354	\$ 278,354	\$ 278,354	\$ 278,354
Instructors - Language/Port. Skills/Computer/Academic Dev.		4	4	\$	66,512	\$ 266,049	\$ 93,117	\$ 359,166	\$ 359,166	\$ 359,166	\$ 359,166
Instructors- Part Time/ Casual		5	5	\$	42,124	\$ 210,622	\$	\$ 210,622	\$ 210,622	\$ 210,622	\$ 210,622
Lead Coach Coordinator		1	1	\$	68,729	\$ 68,729	\$ 24,055	\$ 92,785	\$ 92,785	\$ 92,785	\$ 92,785
Coach Coordinator		2	2	\$	60,970	\$ 121,939	\$ 42,679	\$ 164,618	\$ 164,618	\$ 164,618	\$ 164,618
Implementation Coordinator		4	4	\$	60,970	\$ 243,878	\$ 85,357	\$ 329,236	\$ 329,236	\$ 329,236	\$ 329,236
Coach/Tutor Assistant		1	1	\$	55,427	\$ 55,427	\$ 19,399	\$ 74,826	\$ 74,826	\$ 74,826	\$ 74,826
DS Aide		1	1	\$	49,884	\$ 49,884	\$ 17,459	\$ 67,344	\$ 67,344	\$ 67,344	\$ 67,344
Staff Asst II		1	1	\$	46,559	\$ 46,559	\$ 16,296	\$ 62,854	\$ 62,854	\$ 62,854	\$ 62,854
Staff Asst I		2	2	\$	39,907	\$ 79,815	\$ 27,935	\$ 107,750	\$ 107,750	\$ 107,750	\$ 107,750
Staff Asst I		1	1	\$	39,907	\$ 39,907	\$ 13,968	\$ 53,875	\$ 53,875	\$ 53,875	\$ 53,875
TOTAL		33	28	5	\$ 1,109,745	\$ 2,038,937	\$ 639,910	\$ 2,678,847	\$ 2,678,847	\$ 2,678,847	\$ 2,678,847
LESS: SALARY SAVINGS					(101,947)	(31,996)	(133,942)	(133,942)	(133,942)	(133,942)	(133,942)
NET TOTAL					\$ 1,936,990	\$ 607,915	\$ 2,544,904	\$ 2,544,904	\$ 2,544,904	\$ 2,544,904	\$ 2,544,904

PERCENT OF TOTAL COSTS

100%
Exhibit C-5

Amendment No. 5

EXHIBIT D-5 (Amendment No. 5)

BILLING AND PAYMENT

1. Monthly Billings: Prior to the first of each calendar month, Contractor shall submit an invoice to County for the monthly rental value of WDP central office and instructional space. County shall pay Contractor upon receipt of billing.

Within ten (10) days following the close of each calendar month (or as may be modified by County) Contractor shall provide County with an invoice itemizing its actual expenditures according to the direct cost categories listed in Exhibit C-5. Indirect costs shall be billed monthly at 1/12 of the amount budgeted in Exhibit C-5. Following receipt of a complete and accurate invoice, County shall pay Contractor within a reasonable period of time. In no event shall County payments to Contractor hereunder for FY 2007-08 services exceed County's maximum obligation as set forth in Paragraph 6 in the body of the Agreement, or as modified in accordance with Paragraph 7 of Agreement.

All billings shall be submitted within the timeframe and in accordance with the format prescribed by County to comply with the invoicing requirements of the funding source(s).

2. Prior Approval of Travel: Contractor shall obtain the written approval of Director for any travel expenses prior to such expenses being incurred.

3. No later than March 31, 2008, Contractor shall submit a report showing its actual costs incurred to date. Following reconciliation of such actual costs by County against any payments that County may have already made (including any payments made in FY 2001-02 for start up operational costs), if an overpayment occurred, County shall

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offset such overpayment against future County payments due Contractor. Unless extended by County, Contractor shall reimburse County any amount paid by County in excess of Contractor's actual expenditures, no later than July 15, 2008.